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1. EO/DOA		29 NOV 1982
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REMARKS

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# EXECUTIVE SECRETARIAT

## Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
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11	IG				
12	Compt				
13	D/EEO				
14	D/Pers		✓		
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/FPD/OIS				
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SUSPENSE		Date			

Remarks:

3637 (10-81)

Executive Secretary  
11/29/62  
Date

STAT

THE WHITE HOUSE  
WASHINGTON

82-13230

## CABINET AFFAIRS STAFFING MEMORANDUM

DD/A Registry

82-2273/5

DATE: 11/26/82 NUMBER: 077627CA DUE BY:

SUBJECT: CCMA: 1) December 1 Meeting: Roosevelt Room: 11 AM

2) November 3 Meeting Minutes

	ACTION	FYI		ACTION	FYI
ALL CABINET MEMBERS	<input type="checkbox"/>	<input type="checkbox"/>	Baker	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Deaver	<input type="checkbox"/>	<input type="checkbox"/>
State	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clark	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Treasury	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Darman (For WH Staffing)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Defense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Harper	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attorney General	<input type="checkbox"/>	<input type="checkbox"/>	Jenkins	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interior	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Agriculture	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Commerce	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Labor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
HHS	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
HUD	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Energy	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Education	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Counsellor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
OMB	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
CIA	<input type="checkbox"/>	<input type="checkbox"/>	CCCT/Gunn	<input type="checkbox"/>	<input type="checkbox"/>
UN	<input type="checkbox"/>	<input type="checkbox"/>	CCEA/Porter	<input type="checkbox"/>	<input type="checkbox"/>
USTR	<input type="checkbox"/>	<input type="checkbox"/>	CCFA/Boggs	<input type="checkbox"/>	<input type="checkbox"/>
CEA	<input type="checkbox"/>	<input type="checkbox"/>	CCHR/Carleson	<input type="checkbox"/>	<input type="checkbox"/>
CEQ	<input type="checkbox"/>	<input type="checkbox"/>	CCLP/Uhlmann	<input type="checkbox"/>	<input type="checkbox"/>
OSTP	<input type="checkbox"/>	<input type="checkbox"/>	CCNRE/Boggs	<input type="checkbox"/>	<input type="checkbox"/>
OPM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCMA/Bledsoe	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GSA	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Administrative Conference of U.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

REMARKS: The agenda items for the December 1 meeting are:

- 1) Reform 88 Update (CM 312)
- 2) Federal Managers Financial Integrity Act (CM 314)
- 3) Federal Civilian Employment (CM 307)
- 4) Civil Service Centennial
- 5) President's Private Sector Survey on Cost Control (CM313)

Background materials will be provided prior to the meeting.

RETURN TO:

☐ Craig L. Fuller  
Assistant to the President  
for Cabinet Affairs

☒ Becky Norton Dunlop  
Director, Office of  
Cabinet Affairs
DCI  
EXEC  
REG

THE WHITE HOUSE  
WASHINGTON

CABINET COUNCIL ON MANAGEMENT AND ADMINISTRATION

Meeting #3  
November 3, 1982, 3:30 p.m.  
Room 208, Old Executive Office Building

MINUTES

1. Status of Items From Last Meeting

The meeting began with a brief review of two items. First, OMB and OPM met to resolve methodological questions on determining Federal civilian employment levels, and an Issue Paper has been drafted for the President. Second, GSA drafted a revised work space regulation which will be reviewed with departments and agencies in the next few weeks, and will be on the Council's agenda in early December. Mr. Carmen added that he had received a letter from HHS on its space reduction plans which could serve as a model.

2. Mid-Term Planning (CM #285)

The Council reviewed a draft Mid-Term Planning paper prepared by OPD and the Executive Secretariat. The paper contained proposed goals, objectives and issues and topics. The Council made no changes in the goals and objectives but offered suggestions and comments on the six categories of issues and topics.

Systematic Briefings and Reports. Secretary Lewis, Secretary Schweiker, and Mr. Carlucci urged that primary attention be given to the President's Private Sector Survey on Cost Control (PPSSCC) and to the Reform 88 Project. In addition, Mr. Meese suggested that the Council establish and monitor management objectives, many of which will emanate from these efforts, periodically receive information briefings on key management areas, especially personnel and property, and review them with the President.

General Management. Secretary Schweiker reported on the findings of a study he had initiated which showed that substantial costs and delays in responding to Congressional inquiries were due to internal HHS requirements. To correct this problem he is reducing the numbers and levels of review in the department. Mr. Meese suggested that the Council explore ways to 1) quantify such costs, 2) determine how much of that cost is due to internal requirements, and 3) streamline those requirements.

In response to a question from Mr. McNamar, Mr. Meese indicated that the effort to restructure financial regulatory institutions should report to CCMA since it will be responsible for all management and structural reform issues for the Administration.

Additional discussion centered on the following specific topics: 1) Department of Energy Reorganization; 2) Central Management Agencies - Roles and Functions; 3) Government Emergency Response Capacity; and 4) Congressional Involvement in Executive Branch Management.

Financial Management. Mr. Fiske commented that one topic in this category stands out: Budget Process Reform. This issue will be coordinated with CCEA, which has a working group addressing it. Mr. Harper noted that Cash Management is another important subject. Mr. Bledsoe explained that many of the topics listed in this category are to be incorporated in the Reform 88 Project.

Personnel Management. The Council agreed that it must keep close tabs on progress toward meeting the goal of reducing FTE Work Years by 75,000 by FY 1984. Mr. Carlucci and Mr. Harper stressed the need for fundamental reform of the overall personnel management system, so as to motivate career employees, and to prevent erosion in the quality of the workforce. Mr. Meese asked Mr. Devine to include ideas for this in OPM's mid-term planning process. This is to include developing goals and objectives for personnel management reform, preparing proposals to accomplish them, and presenting these to the Council.

Property and Procurement Management; Information and ADP Management. It was noted that specific issues and topics for these areas need additional work and should be identified during GSA's mid-term planning process.

Mr. Meese concluded the discussion by drawing the Council's attention to the Appendix, which lists some of the Administration's major accomplishments in federal management during the first two years. The next step in the Mid-Term Planning process is for the Executive Secretariat to develop implementation plans which will be circulated to the Council for review, comment and discussion.

### 3. Working Group on Executive Information

Mr. Meese reported that the first CCMA working group will be created to design and develop executive information briefings for the Council. The briefings will deal with key management data on personnel, finances, property assets, and procurement. He asked that the working group identify the Council's information needs and expectations, and evaluate these on an on-going basis.

November 3, 1982

PARTICIPANTS

Edwin Meese III, Chairman Pro Tempore

Secretary Schweiker

Secretary Lewis

Secretary Edwards

Edwin Harper, Assistant to the President for Policy Development

Gerald Carmen, Administrator, General Services Administration

Donald Devine, Director, Office of Personnel Management

Deputy Secretary McNamar

(Representing Secretary Regan)

Deputy Secretary Carlucci

(Representing Secretary Weinberger)

Deputy Secretary Fiske

(Representing Secretary Baldrige)

Deputy Director Wright

(Representing Director Stockman)

James Jenkins, Deputy Counsellor to the President

Ralph Bledsoe, Executive Secretary

Becky Norton Dunlop, Director, Office of Cabinet Affairs

Additional Attendees:

Kenneth Cribb, Assistant Counsellor to the President

James Cicconi, Special Assistant to the President and Special  
Assistant to the Chief of Staff

Nancy Risque, Special Assistant to the President for Legislative  
Affairs

Al Zuck, Assistant Secretary of Labor for Administration and  
Management

Robert Fairman, Assistant Secretary of Transportation for  
Administration

Jon Bellis, Senior Staff Member, CCMA